

Welfare-to-Work Local Plan Adjustment/Modification Instructions and Forms

Prepared By
Program Development and Management Division
April 2001

Welfare-to-Work Grant Program Local Plan

Table of Contents

Introduction	4
General Planning Instructions	4
Local Plan Adjustment/Modification Instructions	4
Cover Page	4
Table of Contents.....	5
Signature Pages.....	5
Part I—Responsible Entities.....	5
Section A Administrative and Fiscally Responsible Entity	5
Part II—Eligibility	5
Section A (1) Eligible Populations	5
Section A (2) Targeting Strategy Coordination with CWD.....	6
Section B (2) Additional Characteristics Coordination with CWD	6
Section C (2) Coordination for Assessment and Case Management	6
Part III—Allowable Activities	6
Section A (2) Additional Planned Activities.....	6
Part V—Performance and Oversight.....	7
Section A (1) Planned Performance Goals	7
Part VII—Expenditure and Participant Planning	7
Section A (1) Expenditure Plans	7
Section B (1) Quarterly Participant Plans.....	7

Forms8

Cover Page

Table of Contents

Signature Pages

Administrative and Fiscally Responsible Entities

Narrative Forms

Expenditure Plans

Participant Plans

WtW LOCAL PLAN ADJUSTMENT/MODIFICATION INSTRUCTIONS

INTRODUCTION

This contains instructions for adjusting the WtW Local Plan. Instructions are also provided for making any necessary changes resulting from the Final, Interim Final Rule, and the 1999 Amendments.

General Planning Instructions

In adjusting their Local Plans, Local Workforce Investment Boards (Local Boards) must include appropriate items as detailed below and additional items that have changed since the initial plan was submitted.

- Cover Page
- Table of Contents
- Signature Pages
- Part I—Section A Administrative and Fiscally Responsible Entity
- Part II—Section A (1) Eligible Populations
- Part II—Section A (2) Targeting Strategy Coordination with CWD
- Part II—Section B (2) Additional Characteristics Coordination with CWD
- Part II—Section C (2) Coordination for Assessment and Case Management
- Part III—Section A (2) Additional Planned Activities
- Part V—Section A (1) Planned Performance Goals
- Part VII—Section A (1) Expenditure Plans
- Part VII—Section B (1) Quarterly Participant Plans

A page header, containing adjustment and Local Workforce Investment Area (Local Area) information, is on each page of the WtW Local Plan. Complete the header by checking the appropriate box to identify the modification. The 2001 Adjustment incorporates the request for extension and Local Plan changes resulting from the 1999 Amendments, issuance of the WtW Final Rule, Interim Final Rule, and Workforce Investment Act (WIA) implementation. For any subsequent adjustment/modifications, the Other Modification box should be checked. Enter the modification number. For example, if this is the second modification made since the initial 1998 plan was submitted, the entry would be “two.” Additionally, complete the Local Area name and enter the date of the adjustment/modification.

Submit four copies of the 2001 Local Plan adjustment/modification to the State by May 11, 2001, as described in the Action section of this directive. Subsequent adjustment/modifications may be requested at any time. Original signatures must appear on at least two of the copies.

LOCAL PLAN ADJUSTMENT/MODIFICATION INSTRUCTIONS

Cover Page

The WtW Local Plan cover page contains information on which Local Area and county(ies) are submitting the Local Plan adjustment/modification. Complete the WtW Local Plan adjustment/modification cover page and include it as the first page of your plan.

Table of Contents

The WtW Grant Program Local Plan Table of Contents provides an outline of all the WtW plan elements. See General Planning Instructions for the required sections for the 2001 Adjustment/Modification. Complete the WtW Grant Program Local Plan Table of Contents. Mark an "X" in the column "Included" for each section you are adjusting. Provide the page number for each section attached.

Signature Pages

The Local Plan adjustment/modification must include the signature of the person(s) authorized to execute and sign Local WtW Plan adjustments/modifications for your agency.

In order to accommodate the different Local Area/county configurations, the instructions and forms contain three forms for the required signatures: (C1) standard signature page, (C2) multiple Local Areas and single county, and (C3) single Local Areas and multiple counties. All WtW plan adjustments must complete the standard signature page (C1). If multiple Local Areas within a single county are submitting the adjustment, form C2 provides additional signature blocks for those authorized to execute WtW Local Plan adjustment/modifications. If a single Local Area within multiple counties is submitting the adjustment, form C3 provides a signature block for each affected County Board of Supervisors.

When the Local Plan is certified by the State, an approved signed copy will be returned to the Local Board.

PART I—RESPONSIBLE ENTITIES

Part I—Section A Administrative and Fiscally Responsible Entity

Information regarding the local entity that will administer the WtW program and the local government entity that will accept fiscal liability for the WtW program is required. Complete the Administrative and Fiscally Responsible Entities form. ***Completion of this item is not required unless changes have been made.***

PART II—ELIGIBILITY

Part II—Section A (1) Eligible Populations

The 1999 Amendments introduced revised eligibility criteria to make the WtW program more flexible in serving the targeted population. Describe the new target populations incorporated into your program by the 1999 WtW Amendments. These include Foster Youth between the ages of 18-24, California Work Opportunity and Responsibility to Kids Act (CalWORKs) recipients with significant barriers to self-sufficiency and custodial parents with incomes below federal poverty standards.

Part II—Section A (2) Targeting Strategy Coordination with County Welfare Department (CWD)

The Local Boards are required to collaborate with local government officials and CWDs to determine the needs and priorities of the local areas, their targeting strategies, the range of services they will make available, as well as the strategies they will employ to ensure that eligible participants receive the appropriate services. Describe the process used to incorporate new WtW target populations (i.e., former foster care youth between the ages of 18-24, CalWORKs recipients with significant barriers to self-sufficiency and custodial parents with income below the federal poverty line) into your local targeting strategy and how that strategy complements local CalWORKs plans.

Part II—Section B (2) Additional Characteristics Coordination with CWD

Describe how the identification for the new target groups was coordinated with your CWD. In addition please provide your agency's definition for "significant barriers to self-sufficiency" when used for eligibility determination for CalWORKs recipients.

Part II—Section C (2) Coordination for Assessment and Case Management

Describe how you will coordinate with the CWD(s) for the assessment, individual responsibility plan development, referral, and case management of new target groups (i.e., former foster care youth between the ages of 18-24, CalWORKs recipients with significant barriers to self-sufficiency and custodial parents with income below the federal poverty guidelines). Describe how you will identify, access and recruit non-CalWORKs custodial parents meeting federal poverty guidelines into your program.

PART III—ALLOWABLE ACTIVITIES

Part III—Section A (2) Additional Planned Activities

This section provides information on the following additional services that you plan to provide under the formula WtW Grant Program.

- Job Readiness.
- Pre-Employment Training/Vocational Education.
- Job Placement Services.
- Post-employment Services.
- Job Retention and Support Services.
- Individual Development Accounts.

Check the above services that you will offer and provide a description of each service including any limitation you will place on the use of these services. Under WtW, Local Boards are required to provide job readiness, job placement and post-employment services through contracts and vouchers. In some cases, Local Boards (formerly Private Industry Councils) were providing these services directly under WtW due to a misinterpretation of a policy clarification issued by the DOL. The new final regulations implementing the WtW 1999 Amendments clarifies this policy and requires Local Boards to come into compliance with the law and regulation on this issue no later than April 13, 2001. If your Local Board is not providing these three required services by voucher or contract, you need to explain and justify how you will comply with this requirement.

PART V—PERFORMANCE AND OVERSIGHT

Part V—Section A (1) Planned Performance Goals

List the performance goals and outcomes your Local Area intends to achieve in serving the eligible participants in the WtW Program including: (a) placement in unsubsidized jobs; (b) duration of such placement; and (c) increase in earnings. The performance goals and outcomes should be expressed in measurable, quantifiable terms to the greatest extent possible. In conjunction with a request to extend the period of performance of the grant, Local Areas are required to submit goals for the projected number of participants to be served in the remaining performance period of the grant, including the extended time requested. ***Completion of this item is not required unless changes have been made.***

PART VII—EXPENDITURE AND PARTICIPANT PLANNING

Part VII—Section A (1) Expenditure Plans

The formula WtW Local Plan adjustment/modification must include two expenditure plans, one for Fiscal Year (FY) 98 and one for FY 99. Each has identical data elements. Please submit a revised estimate of ***cumulative*** expenditures for each future quarter of the grant starting with the quarter at the time of application for an extension of the grant period. This must include all quarters of the requested grant extension period. For example: You submit an application for an extension of your FY 98 grant in July 2001, for a period of two years. Your submittal must include a quarterly ***cumulative*** expenditure plan for the quarter beginning July 1, 2001, and each subsequent quarter through the last quarter of the requested extended period of performance.

Part VII—Section B (1) Quarterly Participant Plans

The formula WtW Local Plan adjustment/modification must include two participant plans, one for FY 98 and one for FY 99. Each has identical data elements. Please submit a revised estimate of ***cumulative*** quarterly plan of participants to be served for each future quarter of the grant starting with the quarter at the time of application for an extension of the grant period. This must include all quarters of the requested grant extension period. For example: You submit an application for an extension of your FY 98 grant in July 2001, for a period of two years. Your submittal must include a quarterly ***cumulative*** participant plan for the quarter beginning July 1, 2001, and each subsequent quarter through the last quarter of the requested extended period of performance.

FORMS

[Cover Page](#)

[Table of Contents](#)

[Signature Pages](#)

[Administrative and Fiscally Responsible Entities](#)

[Narrative Forms](#)

[Expenditure Plans](#)

[Participant Plans](#)